
DTS STAFF INTERFACE WITH STATE AGENCIES

Status: Active Policy
Effective Date: July 1, 2006 through June 30, 2008
Revised Date: N/A
Approved By: J. Stephen Fletcher, CIO
Authority: *UCA §67-19-6.7; Utah Administrative Code R477-8-6(8)(c)*

1.1 PURPOSE

This policy defines the relationship of DTS staff housed or working within another agency's facilities and the policies of those agencies.

1.1.1 Background

DTS policies and procedures apply to all DTS employees; however, many DTS staff are assigned to work and physically occupy space at another agency's facility. Policies and procedures at those agencies may be different or more restrictive. DTS staff must comply with the regulations of those agencies and may be required to sign the agency's contractor or code of conduct documents. DTS staff may also be subject to law enforcement background checks and requirements for data confidentiality agreements.

1.1.2 Scope

This policy applies to all employees within DTS who are physically assigned to work in the facilities of other agencies.

1.1.3 Exceptions

None.

1.2 POLICY

1.2.1 A DTS employee who physically occupies space within a State agency's facility may be required to comply with the policies and/or procedures of that agency.

1.2.2 When DTS and an agency, within which a DTS employee physically occupies space, have similar or overlapping policies, the DTS employee shall comply with the more restrictive of the two policies.

1.2.3 When an agency, within which a DTS employee physically occupies space, has a policy for an issue or situation that is not addressed by a DTS policy, the DTS employee shall comply with the policy of that agency.

1.3 GUIDELINES

DTS managers should make certain that:

- Employees know they must understand and abide by the policies of the agency where they physically occupy space.
- Employees who violate those agency's rules may be subject to disciplinary actions in accordance with the provisions of DHRM rule R477-11-1 and/or, upon request of the violated agency, not be allowed to continue their assignment with that agency.

1.4 RELATED DOCUMENTS

- DHRM Rule R477-11-1

DOCUMENT HISTORY

Originator:	Larene Wyss, DTS HR
Next Review:	May 15, 2008
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Reviewed By:	Larene Wyss, DTS HR